



 **ORIGINAL**

**CITY COUNCIL SEPTEMBER 2, 2015  
WORKSESSION MINUTES 7:00 PM  
City Hall, 1001 Bridge St. Vernonia, OR 97064**

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**Mission Statement**

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

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**AGENDA**

**1. Call to Order -- Mayor Parrow**

Mayor Parrow called the meeting to Order at 7:12pm

**2. Additions or Removal of Agenda Items**

No additions to Agenda. Motion to approve Agenda made by Councilor McNair. Motion was seconded by Councilor Hult. Motion carried.

**3. New Business**

- Review/Amend current contract document for City Administrator

Councilor Tierney asked what the direction of the meeting would be. Mayor Parrow stated that Council would be working up amendments to the current City Administrator contract. Councilor Tierney asked about changing organizational structure. Her vision of the process would be looking at the various job descriptions and shifting the duties around. Council stated that first they would review the contract and then talk organizational structure.

Discussion started in discussing the three month severance in the contract, Councilor Seager made the statement that nothing be offered in probationary period, one month at six months. He wanted to offer nothing for a year. After two years two months. Councilor Tierney wonders what the standards are. For City Administration there is generally a severance package. She stated that Ruben basically stated that no severance is not realistic. Council discussed after one year, one month; after two years, two months. Council decides to go with what they think they can afford. Councilor Tierney asked about making the contract a renewable contract each year. Councilor McNair stated it doesn't set a long term relationship.

Councilor Tierney wants some structure in place to remedy issues with the City Administrator. Maybe picking two Council members who will act in that capacity.

Councilor Tierney asked if the charter outlines the contract for City Administrator. The answer is unknown. The Council discussed the idea of renewable contract. The majority of Council is not for the renewable contract. Reviews will happen at minimum every six months in the first year. The Council decided to input the element of a work plan to adjust the direction of the City Administrator.

Council discussed the other elements of the contract and small adjustments that need to be made by Angie Handegard.

- Determine forward movement for City Staff organizational structure

The Council discussed the organizational structure and the potential for shifting the positions and duties to make the City organization stronger. There are needs in documenting the processes for the water plant, and other city facilities. Council wants staff to bring the job descriptions to the work session to discuss the restructuring.

- Total salary budget available

Council went through the document provided by finance director, the Council discussed that the compensation available that Council was comfortable offering is \$60,000 a year for the City Administrator position.

#### **4. Adjournment**

Work Session was adjourned 8:50 pm

Minutes approved at Special City Council Meeting September 14, 2015.

  
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Randall J. Parrow, Mayor

Attest:   
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Josette M. Mitchell

**\*\*\*AMERICANS WITH DISABILITIES ACT NOTICE\*\*\***

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